

Workplace Alaska

Class Specification Health and Social Services Planner II

Created:
12/31/1997 by Rachel Wilson
Finalized on:

AKPAY Code: P5981
Class Outline Cat: B
Approved by:

Class Code: PG0112
Class Range: 19
Class Status: Active

Category: Professional
Original Date: 04/10/1968

Class Title: Health and Social Services Planner II
Use MJR Form: Standard

Original Comments:
ORIGINAL

Subsequent Revision Dates/Comments:
1/15/70
5/12/77
05/01/1978 - MQs
07/07/2003 - Audited (KMurry)
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09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update: **EEO4:** B **SOC:** 11-9111 **Census:** 02

Last Update Comments:

Definition:

Under direction of the Health and Social Services Planner III, Health and Social Services Planners II assume a major responsibility for coordination and development of a state health and/or human services plan and related functions.

Distinguishing Characteristics:

This is the lead/advanced level in the professional health and social service planner series. Incumbents in this class work with considerable independence to design and coordinate the development of a comprehensive state health or human service plan, and other planning activities, and are expected to represent the department in dealings with other agencies.

Examples of Duties:

Assume responsibility for design, coordination, and development of a comprehensive state health or social services plan; assist planning and programming personnel of other offices and divisions within the Department of Health and Social Services to analyze planning needs and develop work programs.

Compile and analyzes data for the preparation of applications and program plans for federal and state projects; develop criteria for final evaluation of projects.

Provide technical assistance to the provider agencies as they develop regional health plans to assure conformity with state and federal regulations; make statewide field trips to coordinate local planning and development activities with overall state planning.

Plan for and organize seminars and training sessions for members of statewide coordinating councils, members of statewide planning organizations and other departmental staff.

Provide technical assistance to the Statewide Health Coordinating Council and other organizations to develop review criteria for assessing priorities for utilization of state and federal program funding; provide planning assistance to regional, local, or community planning entities.

Compile all available information relating to needs, facilities, and coordination of services for comprehensive planning; coordinate special intra-departmental studies affecting health needs and delivery.

Prepare studies which lead to the establishment of guidelines for departmental activities; prepare cost-benefit analysis of alternative courses of action which become factors in priority determination.

Perform other related duties as required.

Knowledge, Skills and Abilities:

Knowledge of planning principles, techniques, current trends, laws, policies and programs concerning health or social service delivery, organization, principles and procedures; local, state, and federal health and social services program relationships, financing, and coordination requirements; social research methodology.

Ability to accept major responsibility for program activities; establish priorities for the work assigned; interpret and apply agency policy;

develop long-range work plans, think conceptually, observe and interpret trends, analyze data, identify key relationships, draw logical conclusions and make sound decisions; establish and maintain effective working relationships with governmental officials at all levels, employees, private groups, and the general public; speak and write effectively; comprehend statistical data.

Minimum Qualifications:

A Bachelor's degree from an accredited college in health planning, health sciences, behavioral sciences, social sciences, public health administration, public or business administration, or a closely related field;

AND EITHER

Two years of professional planning experience in health or social services;

OR

Two years of professional experience in the administration, management, or development of a public health, health, or social services program.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Minimum Qualification Questions:

Do you have a Bachelor's degree from an accredited college in health planning, health sciences, behavioral sciences, social sciences, public health administration, public or business administration, or a closely related field?

AND

Do you have two years of professional planning experience in health or social services?

Or Substitution:

Do you have a Bachelor's degree from an accredited college in health planning, health sciences, behavioral sciences, social sciences, public health administration, public or business administration, or a closely related field?

AND

Do you have two years of professional experience in the administration, management, or development of a public health, health, or social services program?